



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 671.3

Job Title: **SENIOR ANIMAL CONTROL OFFICER**

Pay Grade: 16

GENERAL SUMMARY:

Leads Animal Control Officers in the collection, impoundment and care of animals, and enforces animal control ordinances.

RESPONSIBILITIES:

- Assigns and coordinates the daily work activities of Animal Control Officer Officers and Trainees.
- Assists in training and counseling Animal Control Officers and Trainees in the performance of their job duties.
- Assists the veterinarian and/or technician with animal euthanasia. May also perform field euthanasia and chemical immobilization procedures.
- Explains city animal ordinances to the general public. May conduct pet ownership and animal safety programs for schools and local civic organizations.
- Issues legal summonses to ordinance violators and provides court testimony.
- Handles routine paperwork for overtime, vacation leave, vehicle inventory and storeroom supplies.
- Responds to sensitive and/or complicated calls and requests from government officials.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED.

EXPERIENCE:

Two years of experience in animal control are required.

Certification: State of Texas Advanced Animal Control Certification is required.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position requires extensive, near-continuous physical exertion such as repeated lifting of very heavy objects (more than 80 pounds), deep bending, climbing steps and/or assuming awkward positions.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Animal Control Officer Trainee
Animal Control Officer
Senior Animal Control Officer
Animal Control Supervisor
Animal Control Manager

Effective Date: October 1990

Revised Date: July 2000